

Information Technology checklists

1 Teacher qualifications

Teachers delivering and assessing the Information Technology industry curriculum framework must meet the teacher qualifications requirements. Only teachers who have (i) completed the approved training program, (ii) commenced the approved training program, or (iii) been approved to deliver and assess on the basis of recognition of prior learning (RPL) may deliver this course. Teachers delivering and assessing this course must maintain industry currency.

List the names of teachers delivering Information Technology in the current year and indicate their training status and maintenance of industry currency by placing a ✓ in the appropriate box.

Name of teacher	Approved training program		Approved to deliver/assess through RPL	Industry currency
	Completed	In progress		

School:

School Education Area:

Principal's Name:

Principal's Signature: Date:

Information Technology Checklist

2 Student work placement

Students have been fully informed of the:

- ☐ mandatory work placement hours required for this course
- ☐ purposes of the work placement, and the
- ☐ due dates for completion of the work placement.

The school has procedures in place for the class teachers, work placement coordinators and workplace supervisors to reach agreement on the:

- ☐ structure and timing of the work placements
- ☐ competencies to be addressed during work placements
- ☐ procedures to address the relevant occupational health and safety regulations

The school has procedures in place to ensure that the:

- ☐ *Employer's Guide to Workplace Learning* [see Workplace Learning Handbook: Appendix 3] has been provided to the host employer prior to placement commencing
- ☐ *Student Placement Record* [see Workplace Learning Handbook, Appendix 2] is fully completed prior to placement (ie signed by the host employer, school principal or nominee, student and parent or care giver) and stored according to Departmental requirements following placement.

3 Student assessment

- ☐ An assessment program has been developed using appropriate assessment tasks to allow students to properly demonstrate achievement of units of competency and has been issued to all participating students
- ☐ Student achievement of units of competency is being progressively updated in Competency Record Books
- ☐ Information on intended qualifications, units of competency to be delivered and units of competency achieved is being progressively entered into eBOS-VCS via Schools Online in accordance with the timeline advised by the Board of Studies.

School:

Region:

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4 Resources/equipment

Students must have sufficient access to the specified resources/equipment to enable them to acquire and demonstrate competency. Resources/equipment may be accessible either on-site (at school) or off-site (including the work placement).

On the following checklist/s, indicate whether students access the specified resources/equipment on-site, off-site or both.

Compulsory units

Unit of competency	Access ON SITE	Access OFF SITE
Compulsory units (120 and 240 indicative hours)		
BSBCM106A Follow workplace safety procedures		
ICAU1128A Operate a personal computer		
ICAD2012A Design organisational documents using computing packages		
ICAU2005A Operate computer hardware		
ICAU2006A Operate computing packages		
ICAU2013A Integrate commercial computing packages		
ICAU2231A Use computer operating system		
ICAW2001A Work effectively in an IT environment		
ICAW2002A Communicate in the workplace		
ICAU3004A Apply occupational health and safety procedures		
Additional compulsory units (240 indicative hours)		
ICAD3218A Create user documentation		
ICAI3020A Install and optimise operating system software		
ICAS3031A Provide advice to clients		
ICAS3234A Care for computer hardware		
ICAT3025A Run standard diagnostic tests		
ICAB4169A Use development software and IT tools to build a basic website		

School:

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Specialisation study (60, 120, 180 or 240 indicative hours) units

Unit of competency		Access ON SITE	Access OFF SITE
ICAB3018A	Develop macros and templates for clients using standard products		
ICAB4135A	Create a simple mark-up language document to specification		
ICAB4225A	Automate processes		
ICAD4190A	Maintain information standards		
ICAD4217A	Create technical documentation		
ICAI3021A	Connect internal hardware components		
ICAI3101A	Install and manage network protocols		
ICAI3110A	Implement system software changes		
ICAI4029A	Install network hardware to a network		
ICAI4030A	Install software to networked computers		
ICAI4097A	Install and configure a network		
ICAS3024A	Provide basic system administration		
ICAS3032A	Provide network systems administration		
ICAS3034A	Determine and action network problems		
ICAS3115A	Maintain equipment and software in working order		
ICAS3120A	Configure and administer a network operating system		
ICAS3121A	Administer network peripherals		
ICAS4108A	Complete database back-up and recovery		
ICAS4127A	Support system software		
ICAS4134A	Provide first-level remote help desk support		
ICAS4191A	Maintain website performance		
ICAS4201A	Transfer content to a website using commercial packages		
ICAT4185A	Create a website testing procedure		
ICAU3019A	Migrate to new technology		
ICAU3028A	Customise packaged software applications for clients		
ICAU3126A	Use advanced features of computer applications		
ICAU4207A	Apply web authoring tool to convert client data for websites		
ICPMM321A	Capture a digital image		
ICTCC330A	Manage customer relationship		

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